

## **Youth Health Advisory Board Charter**

***Effective December 2022***

The Youth Advisory Board (YAB) will provide recommendations regarding youth health issues and topics to North Dakota Health and Human Services (NDHHS). Board members will assist the NDHHS agency in ensuring youth perspectives are incorporated in planning and decisions for the state, as well as forming community partnerships.

The YAB will maintain the five core components listed below:

- Be youth-led
- Maintain consistent, structured meetings
- Foster community building
- Offer a safe space for youth to share their opinions on health-related matters
- Focus on planning, implementing and reflecting on meaningful projects and topics to help improve the health of youth

### **Mission**

The mission of the NDHHS YAB is to create a safe and consistent environment for youth between the ages of 15-21 to make a difference in North Dakota communities by using peer influence to plan, implement and advise on meaningful projects and topics that will improve the health of North Dakota youth. The NDHHS YAB provides an opportunity for young people to learn about, and put into action, community-wide planning, as well as enhance leadership skills and responsibility.

### **Advisory Board Members**

The board will consist of up to 20 individuals who are between the ages of 15-21 years old and reside in North Dakota. The YAB will consist of a diverse group of youth that come from various backgrounds, including ethnicity, race, age, socioeconomic status, sexual orientation, ability and places of origin. All members will be asked to commit to at least two years of service to cultivate their personal and professional growth. Depending on the member's age, one additional year of service will be considered.

**Members will:**

- Gain community service hours throughout the program
- Increase their knowledge of public health policies and concepts
- Act as advisors for NDHHS programs and staff regarding youth health-related matters
- Be the voice of issues affecting their communities
- Receive a professional written recommendation upon two-year completion of service

**Requirements**

- Applicants must be 15-21 years old and a North Dakota resident
- Commit to attending and participating in 75% of quarterly meetings (four times per year) on an electronic platform, in person or either, depending on the board's decision
- Attend the orientation which will include a three-hour Search Institute training
- Act as an ambassador and advocate for youth, community and the YAB
- Engage youth through discussion and leadership opportunities
- Seek out and listen to others' opinions and experiences

**Officers and Duties***Chair*

The chair will oversee the board in collaboration with NDHHS and will assist in leading quarterly meetings. This position will be a two-year term, which will be voted on by all members of the board. This position will help maintain order at all meetings and serve as the liaison to other councils and other organizations as requested. If other committees are needed to carry out the duties of the board, the chair shall appoint standing or special committees. The chair will assist the NDHHS agency with meeting preparations including the development of the agenda.

*Co-Chair*

The co-chair will assist the chair when needed and act as chair if the chair is absent. This position will take attendance at the meetings and provide notes/summaries of each meeting.

**YAB Meetings**

Board meetings will be held on a quarterly bases, four times a year, approximately one to two hours in length to maintain the support, interest and involvement of advisory

board members. Effective and efficient meetings are critical to the success of the YAB. Meetings are where discussion and deliberation of important matters are translated into decisions and recommendations to the NDHHS. Guiding principles will be developed by the board after initial establishment, and input will be solicited on an ongoing basis when needed through email.

Meeting locations will be determined with input from board members; distance technologies including phone and virtual options will be used to allow members to participate who are unable to attend in person.

### **Voting**

Decisions will be made by a majority vote by the board, including the election for chair and co- chair. For a vote to take place, at least 2/3 of current members must be present to reach quorum. If a vote is going to be done at a meeting, all board members will be notified at least two weeks prior to the meeting. Voting will be allowed in person and via email.